

APC Teleconference Meeting Minutes

Meeting Name	Travel Card APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	7 October 2003
Time/Location	2:00 – 3:00 pm

Attendees:

ATTENDEES		
DONEBUSOPSOFF/East & West	BUPERS	COMLANTFLT
CNI	ONR	COMPACFLT
COMNAVRESFOR	MSC	DIRSSP
FSA	BUMED	NAVMETOCCOM
NAVSEA	NAVSECGRP	NAVSUP
NETC	COMUSNAVEUR	UNSECNAV
USN	FMO	NAVAIR

Meeting Agenda /Objective Items

Item #	Minutes
1.	DONEBUSOPPOFF opened the meeting at 2:00 pm with role call.
2.	The travel card instruction update was sent out to the level 3's with TCPN #04-01. The major changes are to disciplinary guidance in Chapter 3. they are military and civilian disciplinary guidance are split out into separate paragraphs as well as the deletion of Travel Card Response Format from previous instruction.
3.	The FAR, Volume 9, Chapter 3 is set for another update this fall. Although just recently updated many changes have not been implemented yet including: credit worthiness check and mandatory split disbursement for civilians. Our office has been included in the discussion group to create the new updates.
4.	We will send a new TCPN when the FMR changes are incorporated.
5.	Some asked if the appendices would be updated with the next instruction since they did not send those out with the last update? Our office will find out.
6.	The USA Patriot Act has affected the BOA process on the application for cardholders only at this time. It does not apply for APCs anymore. The current act has been approved through GSA, the bank and the unions.
7.	If anyone needs the new BOA card application form, please let our office know and we will forward the newest application to you. It will be posted on our website this week. (The new form says the DOD Travel Card Program Individual Accounts Application, and does not include the word "pending")
8.	Someone asked if we would ask the bank to accept the forms that have already been submitted. Please make sure that the date of birth is in the correct spot.
9.	Our Annual Conference will be held March 1 st through the 4 th . Travel Card will be two days and Purchase Card will be two days. It will be held in Atlanta, Georgia at the Hyatt Regency on Peachtree Street. More details will be posted on our website shortly. Government rates apply and rooms have already been blocked.
10.	We are asking that you submit nominations for the APC awards within your claimancy. We also ask that you forward any suggestions for training sessions to our office. If anyone wants to present or have an offline session our office needs to know ASAP in order to obtain necessary rooms if possible.
11.	At the end of this month, we will be making a visit to the Bank of America's Phoenix office. They handle aging reports, collection calls, salary offset and at this facility. Please forward any questions to our office prior to

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	our trip that you would like addressed while we are there.
12.	We are participating in GSA roundtable issues. If you have any issues, please forward them to our office. These meetings are held quarterly.
13.	Last week we had a teleconference with the bank regarding issues to be discussed in Phoenix, as well as customer service issues.
14.	The new aging analysis from the bank has been reformatted to go down to level 7. Look in the file name at the last four digits to find your hierarchy.
15.	Regarding questions on closed accounts getting charges... the bank policy is to not strand cardholders. Then 10 days to see if... old machines...they send in batches – don't call for authorization... if you call the bank they should eat those charges
16.	CNI asked about the status of their hierarchy change and were asked to call offline to get the details.
17.	Someone asked what they to do with the training CD's that were sent to them.
18.	If aged accounts are in salary offset and awaiting..... they will not go away.